

**NEBRASKA REAL PROPERTY APPRAISER BOARD
NRPAB OFFICE MEETING ROOM, FIRST FLOOR
NEBRASKA STATE OFFICE BUILDING
301 CENTENNIAL MALL SOUTH, LINCOLN, NE**

May 24, 2017 Meeting Minutes

New Board Member Gary L. McCormick was sworn in prior to the start of the meeting.

A. OPENING

Chairperson Chris Langemeier called to order the May 24, 2017 meeting of the Nebraska Real Property Appraiser Board at 9:00 a.m., in the Nebraska Real Property Appraiser Board meeting room located on the first floor of the Nebraska State Office Building, 301 Centennial Mall South, Lincoln, Nebraska.

B. NOTICE OF MEETING

Chairperson Langemeier announced the notice of the meeting was duly given, posted, published, and tendered in compliance with the Open Meetings Act, and all board members received notice simultaneously by email. Publication of official notice of the meeting appeared in the May 19, 2017 edition of the *Lincoln Journal Star*, a legal newspaper of general circulation in this state, as required by the Open Meetings Act. The agenda was kept current in the Nebraska Real Property Appraiser Board office and on the Board's website. Materials generally used by the Board for this meeting were available in the public folder for inspection by the public, and in accordance with the Open Meetings Act a copy of the Open Meetings Act was available for the duration of the meeting. For the record, Board Members Chris Langemeier, Benjamin Hynek, David Bloxham, Gary McCormick, and Christopher Mustoe were present. Also present were Compliance and Education Officer Grant Krieger, and Business and Licensing Specialist Allison Nespor. Director Tyler Kohtz was absent and excused.

ADOPTION OF THE AGENDA

Chairperson Langemeier reminded those present for the meeting that the agenda cannot be altered 24 hours prior to the meeting except for emergency items according to the Open Meetings Act. Board Member Hynek moved to adopt the agenda as printed. Board Member Bloxham seconded the motion. With no further discussion, the motion carried with Hynek, Bloxham, McCormick, Mustoe, and Langemeier voting aye.

The Nebraska Real Property Appraiser Board will meet in executive session for review of applicants and enforcement matters.

Board Member Hynek moved that the Board go into executive session for the purpose of reviewing applicants for credentialing; applicants for appraisal management company registration; investigations; pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation; and employee performance evaluation. A closed session is clearly necessary to prevent needless injury to the reputation of those involved. Chairperson Langemeier asked for a second. Board Member Bloxham seconded the motion. The time on the meeting clock was 9:03 a.m. The motion carried with Hynek, Bloxham, McCormick, Mustoe, and Langemeier voting aye.

Director Kohtz joined the meeting at 9:20 a.m.

Board Member Hynek moved to come out of executive session at 9:57 a.m. Board Member Bloxham seconded the motion. The motion carried with Hynek, Bloxham, McCormick, Mustoe, and Langemeier voting aye.

Break from 9:57 a.m. to 10:30 a.m.

G. WELCOME AND CHAIR'S REMARKS

Chairperson Langemeier welcomed new board member Gary McCormick to the meeting, and welcomed all other board members, staff, and guests. Brad Moore was the only member of the general public in attendance.

H. BOARD MEETING MINUTES

1. APPROVAL OF APRIL 20, 2017 MEETING MINUTES

Chairperson Langemeier asked for any additions or corrections to the April 20, 2017 minutes. With no further discussion, the Chairman called for a vote. Board Member Hynek moved to adopt the April 20, 2017 meeting minutes as presented. Board Member Mustoe seconded the motion. The motion carried with Hynek, Bloxham, McCormick, Mustoe, and Langemeier voting aye.

2. APPROVAL OF MAY 11, 2017 STRATEGIC PLANNING MEETING MINUTES

Director Kohtz informed the Board that the strategic planning meeting minutes are being finalized, and will be available at the June 15, 2017 meeting. There was no further discussion.

I. DIRECTOR'S REPORT

1. APPRAISER COUNT REPORT

Director Kohtz presented seven charts outlining the number of appraisers as of May 24, 2017, and provided a brief summary on appraiser count trends. The Director then asked for any questions or comments. There was no further discussion.

2. TEMPORARY PERMIT REPORT

Director Kohtz presented three charts outlining the number of temporary permits issued as of April 30, 2017, and asked for any questions or comments. There was no further discussion.

3. SUPERVISORY APPRAISER COUNT REPORT

Director Kohtz presented two charts outlining the number of supervisory appraisers as of May 24, 2017, and asked for any questions or comments. There was no further discussion.

4. AMC COUNT REPORT

Director Kohtz presented two charts outlining the number of AMCs as of May 24, 2017, and asked for any questions or comments. There was no further discussion.

5. 2017-18 STRATEGIC PLANNING GOALS AND OBJECTIVES

Director Kohtz presented a copy of the 2017-18 Nebraska Real Property Appraiser Board Goals and Objectives and SWOT Analysis to the Board for review. The Director brought attention to date errors throughout the document, and informed the Board that "6/30/2017" should be "6/30/2018." The intent is to complete these goals by the end of the next fiscal year. The Director informed the Board that these errors will be corrected before the final version is sent to board members. Director Kohtz then asked if the Board had any questions. Board Member Bloxham asked that "Changing dynamic of the Board" under the "Weakness" heading on the 2017-18 SWOT Analysis be changed to "Board turnover." Board Member Bloxham continued by saying that the information lost that is associated with board member turnover is a weakness, not the change in board dynamic. Director Kohtz informed the Board that he will make this change. There was no further discussion.

Director Kohtz finished his report by welcoming new Board Member Gary McCormick, and reported to the Board that Board Member McCormick came to the office the day before the meeting to go over board member procedures and expectations. Board Member McCormick also received an update on compliance from CEO Krieger, and was briefed on the application process for credential applicants to help understand how to prepare for the meeting.

J. FINANCIAL REPORT AND CONSIDERATIONS – MAY 2017

5. APPROVAL OF MARCH RECEIPTS AND EXPENDITURES

The receipts and expenditures for April were reviewed by the Director by line item with the Board in the Budget Status Report. Director Kohtz brought attention to legal expenses and informed the Board that the \$10,123.00 expense primarily consisted of two specific cases, one of which is closing in on the hearing date. As of the end of April, expenses amount to 61.68 percent of the budgeted expenditures for the fiscal year; 83.29 percent of the fiscal year has passed. The Director asked for any questions related to the Budget Status Report. There was no further discussion.

The Director then brought attention to the General Ledger for April, and informed the Board that he had no comments. The Director then asked if the Board had any questions pertaining to the General Ledger. There was no further discussion.

Director Kohtz then presented three graphs showing expenses, revenues, and cash balance. For the Real Property Appraiser Program, which includes both the appraiser fund and the AMC fund, a total of \$28,165.35 in expenditures and \$9,681.36 in revenues were reported.

Board Member Hynek moved to accept and file the April 2017 financial reports for audit. Board Member Bloxham seconded the motion. The motion carried with Hynek, Bloxham, McCormick, Mustoe, and Langemeier voting aye.

2. PER DIEMS

Director Kohtz informed the Board that he has no per diem requests for this meeting. Chairperson Langemeier asked if any board members had a request for the Board to consider. There was no further discussion.

3. 2017-19 BIENNIAL BUDGET

Director Kohtz informed the Board that its 2017-19 appropriations were not affected by the Governor's line item veto of LB327. The Governor's vetoes were not overridden by the Legislature and became law as vetoed by the Governor.

K. GENERAL PUBLIC COMMENTS

Chairperson Langemeier asked for any public comments. With no comments, the Chair proceeded to Education.

L. EDUCATION

1. EDUCATION ACTIVITY NUMBERING SYSTEM

Compliance and Education Officer Krieger presented the proposed education activity numbering system to the Board for consideration. Chairperson Langemeier indicated that the proposed education activity numbering system was reviewed by the Board at its strategic planning meeting, and asked the Board if it had any additional comments or recommendations. With no further discussion, Chairperson Langemeier called for the vote. Board Member Hynek moved to approve the new course number system as presented, retroactive to all previously approved active courses. The motion was seconded by Mustoe, and carried with Hynek, Bloxham, McCormick, Mustoe, and Langemeier voting aye.

2. CONSIDERATION OF EDUCATION/INSTRUCTOR REQUESTS

Board Member Hynek moved to approve education activities and instructors as listed:

NEW QUALIFYING EDUCATION ACTIVITIES AND INSTRUCTORS

Trans-American Institute of Professional Studies

Basic Appraisal Principles (1171401.09) / 30 Hours - *Approve*

Lynne Heiden - *Approve*

Basic Appraisal Procedures (1171402.09) / 30 Hours - *Approve*

Lynne Heiden - *Approve*

Residential Market Analysis & Highest and Best Use (1171403.09) / 15 Hours - *Approve*

Lynne Heiden - *Approve*

Residential Site Valuation & Cost Approach (1171404.09) / 15 Hours - *Approve*

Lynne Heiden - *Approve*

Residential Sales Comparison and Income Approaches (1171405.09) / 30 Hours - *Approve*

Lynne Heiden - *Approve*

Residential Report Writing and Case Studies (1171406.09) / 15 Hours - *Approve*

Lynne Heiden - *Approve*

Advanced Residential Applications and Case Studies, Part I (1171407.09) / 15 Hours - *Approve*

Lynne Heiden - *Approve*

Advanced Residential Report Writing, Part II (1171408.09) / 30 Hours - *Approve*

Lynne Heiden - *Approve*

General Appraiser Income Approach, Part I (1171409.09) / 30 Hours - *Approve*

Lynne Heiden - *Approve*

General Appraiser Sales Comparison Approach (1171410.09) / 30 Hours - *Approve*

Lynne Heiden - *Approve*

General Appraiser Site Valuation and Cost Approach (1171411.09) / 30 Hours - *Approve*

Lynne Heiden - *Approve*

General Appraiser Market Analysis and Highest and Best Use (1171412.09) / 30 Hours - *Approve*

Lynne Heiden - *Approve*

Real Estate Finance, Statistics and Valuation Modeling (1171413.09) / 15 Hours - *Approve*

Lynne Heiden - *Approve*

General Appraiser Income Approach, Part II (1171414.09) / 30 Hours - *Approve*

Lynne Heiden - *Approve*

General Appraiser Report Writing and Case Studies (1171415.09) / 30 Hours - *Approve*

Lynne Heiden - *Approve*

NEW CONTINUING EDUCATION ACTIVITIES AND INSTRUCTORS

American Society of Farm Managers and Rural Appraisers

Best in Business Ethics (2171412.01) / 4 Hours – *Deny*

Arlin Brannstrom – No action

Advanced Appraisal Exam Preparation Course (2171413.01) / 20 Hours – *Deny*

Brent Stanger – No action

Valuation of Conservation Easements and Other Partial Interests in Real Estate
(2171414.01) / 22 Hours - *Approve*

Art Clapp - *Approve*

Chris Greenwalt - *Approve*

Uniform Appraisal Standards for Federal Land Acquisitions (2171415.01) / 21 Hours - *Approve*

Art Clapp- *Approve*

Chris Greenwalt - *Approve*

McKissock, LP

REO Appraisal: Guidelines and Best Practices - Live Webinar (2172416.03) / 4 Hours - *Approve*

Dan Bradley- *Approve*

Josh Walitt - *Approve*

Robert McClelland - *Approve*

Steven Craddock - *Approve*

Steve Maher – *Approve*

American Society of Farm Managers and Rural Appraisers

Market Area and Industry Analysis (2171417.01) / 8 Hours - *Approve*

Joann Wall – *Approve*

Report Writing (2171201.01) / 7 Hours - *Deny*

Mark Williams – *Deny; send advisory letter.*

Drones in Agriculture Roles and Goals (2171418.01) - 4 Hours - *Approve*

Janet Capelle - *Approve*

Leonard Meador – *Deny*

Nebraska Chapter of Appraisal Institute

Honing In... Updates, Market Perspectives and Professional Development
(2171419.01) / 4 Hours - *Approve*

Paul Barnes - *Approve*

Gerald Reimer - *Approve*

Randy Thelen - *Approve*

David Wellsandt - *Approve*

Seconded by Bloxham. Chairperson Langemeier called for the vote. The motion carried with Hynek, Bloxham, McCormick, Mustoe, and Langemeier voting aye.

M. UNFINISHED BUSINESS

1. BOARD MEMBER RECOGNITION

Director Kohtz informed the Board that the plaque is currently under construction.

2. **OPEN 3RD CONGRESSIONAL DISTRICT CERTIFIED REAL PROPERTY APPRAISER REPRESENTATIVE POSITION:** Chairperson Langemeier declared that this opening is filled.
3. **USPAP BOOK HOLDING ACCOUNT**
Director Kohtz informed the Board that no response has been received to date.

N. NEW BUSINESS

1. **HOCK QUALIFICATIONS INQUIRY**

Director Kohtz presented an April 27, 2017 email inquiry from a Nebraska credentialed real property appraiser concerning additional criteria placed on certified real property appraisers for acceptance on an appraisal management company appraiser panel. The appraiser expressed concern with the practice by certain appraisal management companies of requiring a specific number of years of appraisal experience as a certified real property appraiser prior to acceptance on the organization's appraiser panel. The Board discussed this matter, and concluded that the practice by an appraisal management company as described above is a business practice of the organization, and the need for additional action by the Board does not exist at this time. The Board requested that Director Kohtz provide a response to the inquiry, and thank the appraiser for bringing a concerning matter to the Board's attention.

2. **NRPAB/STATE OF NEBRASKA FACILITY LEASE AGREEMENT**

Director Kohtz presented the addendum to the State Facility Lease Agreement, effective July 1, 2017 through June 30, 2019, to the Board for review. With no further discussion, Board Member Hynek made a motion to approve the Facility Lease Agreement Addendum between the Nebraska Real Property Appraiser Board and the State of Nebraska as presented. The motion was seconded by Board Member McCormick, and carried with Hynek, Bloxham, McCormick, Mustoe, and Langemeier voting aye.

3. **CITRIX SHAREFILE ENTERPRISE CLOUD SOLUTIONS**

Director Kohtz presented a new service provided by the CIO called Citrix ShareFile Enterprise Cloud Solution to the Board for consideration. The Director continued by informing the Board that it is essentially the same thing as Dropbox, but on the State's secure network. Director Kohtz then asked if the Board had any interest in purchasing accounts for staff. The Director was asked when it would be used. Director Kohtz responded that it would be useful for providing access to, and receiving, large files for review purposes. Often workfiles are so large that they have to be emailed in small sections. Occasionally, reports need to be separated or broken into smaller sections to email as well. Staff has the ability to send and receive emails securely, so the security aspect would not make much of a difference, but it would make overall file transfer much easier in some cases. It would also increase efficiency on both ends because files would not need to be broken down and reconstructed. Board Member Bloxham asked if this could eventually be utilized for renewals. Director Kohtz responded that it may be a possibility once staff understands how ShareFile works and how best to use it. The Director was asked what the cost is. Director Kohtz informed the Board that the cost is \$5.00 per month per account, and there is a storage cost when a file remains in the cloud solution for an extended amount of time. Chairperson Langemeier recommended that the Board purchase one account to see how useful it is. Board Member Hynek moved to approve one Citrix ShareFile Enterprise Cloud Solution account. The motion was seconded by Bloxham, and carried with Hynek, Bloxham, McCormick, Mustoe, and Langemeier voting aye.

O. LEGISLATIVE REPORT AND BUSINESS

1. CURRENT LEGISLATION

Director Kohtz presented the legislative report of the current session to the Board for review, and informed the Board that he will not discuss the less critical bills unless a board member requests discussion.

LB17 – The last word from Senator Craighead’s office was that LB17 will be included on the Legislature’s agenda on the second day of the next session

Director Kohtz informed the Board that LB151, LB209, LB257, LB327, and LB464 have all been approved by the Governor and will be removed from the Legislative Report.

Director Kohtz finished the legislative report by asking if any members had any other bills that they would like to discuss. There were no additional bills offered and no further discussion.

2. TITLE 298

Director Kohtz presented an email sent to Erin Northwall in the Governor’s Policy and Research Office regarding the potential inclusion of the Nebraska State Patrol’s CHRC fee increase in the next update to Title 298 to the Board for review. The Director informed the Board that he has receive no response to date. There was no further discussion.

3. OTHER LEGISLATIVE MATTERS

Director Kohtz asked the Board if it had any other legislative matters that it wished to discuss. There was no further discussion.

P. BOARD POLICIES AND PROCEDURES

1. GUIDANCE DOCUMENTS: No discussion.

2. BOARD POLICIES

a. Current Board Policy Recommended Action Matrix

Director Kohtz presented the Current Board Policy Recommended Action Matrix as requested by the Board at the April meeting to the Board for consideration. The Director reminded the Board that final action is needed by the Board to close out the board policies. Director Kohtz explained the recommendations to retire, issue a guidance document, or move to an internal procedural document to the Board. Board Member Bloxham asked why 15-02 was being retired, and mentioned that it didn’t appear that it is in the rules or will become a guidance document. The Director informed the Board that 15-02 has been incorporated into Neb. Rev. Stat. § 76-2233 (3), so there is no need for a guidance document or for inclusion into the rules. Board Member Bloxham thanked the Director for his explanation. Chairperson Langemeier asked for a motion. Board Member Hynek moved to retire all active board policies. The motion was seconded by Mustoe, and carried with Hynek, Bloxham, McCormick, Mustoe, and Langemeier voting aye.

b. Guidelines for 7-Hour Supervisory Appraiser and Trainee Course

Director Kohtz informed the Board that the contents of the “Guidelines for 7-Hour Supervisory Appraiser and Trainee Course” are now included in Title 298, so the guidelines document needs to be retired. Board Member Hynek moved to retire the “Guidelines for 7-Hour Supervisory Appraiser and Trainee Course.” The motion was seconded by Mustoe, and carried with Hynek, Bloxham, McCormick, Mustoe, and Langemeier voting aye.

3. FORMS AND APPLICATIONS

a. Education Applications and Board Review Forms

Director Kohtz presented the applications and board review forms for the qualifying education activity, continuing education activity, seven-hour supervisory appraiser and trainee course, and instructor to the Board for consideration. CEO Krieger provided an explanation to the Board regarding the changes on the applications and how the new board review form complements each application. Board Member Bloxham asked if the duplicate information has been removed. CEO Krieger informed the Board that there is no duplicate information that will be presented to the Board or prepared by staff. If approved, the Board will receive the Board review form, the application, and the activity description. Director Kohtz added that the instructor form contains more information because more decisions are made by staff depending on the information provided by the applicant. Board Member Hynek moved to approve all education forms as presented. The motion was seconded by Bloxham, and carried with Hynek, Bloxham, McCormick, Mustoe, and Langemeier voting aye.

b. 2016-17 Standard 3 Review Form

Director Kohtz presented the amended “2016-17 USPAP Standard 3 Compliance Review Report” form to the Board for consideration. CEO Krieger explained that the form was updated so that the language is phrased in a positive manner. For example, instead of “establish non-compliance, “establish compliance” is used. In addition the two items missing in the certification were added. Chairperson Langemeier asked for any discussion. With no discussion, Chairperson Langemeier asked for a motion. Board Member Hynek moved to approve the 2016-17 Standard 3 Review Form as presented. The motion was seconded by Mustoe, and carried with Hynek, Bloxham, McCormick, Mustoe, and Langemeier voting aye.

4. POLICIES AND PROCEDURES

a. Investigative Procedures

Director Kohtz presented three documents to the Board for review, which included the clean “Nebraska Real Property Appraiser Board Investigation Procedures,” the red-lined “Nebraska Real Property Appraiser Board Investigation Procedures,” and the “Grievance Procedure Overview Flowchart.” The Director informed the Board that the procedure was updated to include the complainant’s and respondent’s notification of a grievance prior to Board review, and request a written response to grievance, true copy of report, and workfile from respondent. The grievance, supporting evidence included with grievance, report, workfile, and the respondent’s initial response to the grievance will be submitted to the Board for initial review for determination that agency should proceed with investigation or if the grievance should be dismissed. Board Member Hynek moved to approve the Nebraska Real Property Appraiser Board Investigation Procedures as presented. Board Member Bloxham asked to hold the motion, and informed the Board that he has not seen these procedures and asked if they were in the original packet. Director Kohtz informed Board Member Bloxham that the documents were included in the initial packet. Board Member Bloxham asked if he could have time to review the procedures. Director Kohtz informed the Board that it would be wise to take all the time it needs to review the procedures prior to adopting them, because adoption of the procedures is going to result in a need to update Title 298 as well. Director Kohtz indicated that the procedures could be put back on the June agenda. Board Member Hynek withdrew his motion.

Q. OTHER BUSINESS

1. BOARD MEETINGS

Chairperson Langemeier informed the Board that he is unavailable on the date of the scheduled June meeting. Board Member Hynek asked if the meeting should be changed. After discussion, the Board agreed to keep the meeting on June 15, 2017. Chairperson Langemeier will be absent and excused.

2. CONFERENCES/EDUCATION

a. Nespor TAF/AARO Level I Investigator Training Report

Business and Education Specialist Nespor attended the TAF/AARO Level I Investigator Training Report from May 8th through 10th in Tampa, Florida. BLS Nespor reported that the first day covered the various entities involved in appraisal regulation and reviewed USPAP. The second day began with small groups working through an example case based on an FNMA 1004 and workfile. The remainder of the second day was an overview of the investigative process. The third day used another example case to illustrate evidence gathering, including interviewing, and building a report. BLS Nespor indicated that she was surprised by the number of states where the agencies aren't limited to appraisers, and investigators may investigate grievances in many disparate professions. Concerns discussed during the training included investigating customary and reasonable fee complaints against AMCs, and auditing a trainee's experience after discovering a lack of USPAP compliance at the time a trainee applied for upgrade.

b. TAF/AARO Level II Investigator Training: July 10-12, 2017 – Tampa, FL

Director Kohtz brought attention to the Level II Investigator Training taking place July 10th through 12th, and requested approval for BLS Nespor to attend.

c. TAF/AARO Level III Investigator Training: September 11-13, 2017 – Tampa, FL

Director Kohtz brought attention to the Level III Investigator Training taking place September 11th through 13th, and requested approval for BLS Nespor to attend.

Board Member Hynek moved to approve BLS Nespor for attendance at the Level II Investigator Training July 10-12, 2017 in Tampa, Florida, and for attendance at the Level III Investigator Training September 11-13, 2017 in Tampa, Florida. The motion was seconded by Mustoe, and carried with Hynek, Bloxham, McCormick, Mustoe, and Langemeier voting aye.

3. MEMOS FROM THE BOARD: No discussion.

4. QUARTERLY NEWSLETTER: No discussion.

5. APPRAISAL SUBCOMMITTEE

a. ASC Compliance Review Report

Director Kohtz presented the Appraisal Subcommittee's 2017 Compliance Review Report to the Board, and informed the Board that the State's program has received an ASC Finding of Good. The Director thanked everyone for their hard work. There was no further discussion.

b. ASC Meeting; July 12, 2017 – 1850 K Street NW, Washington, D.C.

Director Kohtz informed the Board of the Appraisal Subcommittee's next meeting on July 12, 2017 in Washington, D.C.

6. APPRAISAL FOUNDATION

a. Appraisal Standards Board Next Meeting; June 16, 2017 – Denver, CO: No discussion.

7. IN THE NEWS

a. Appraisal Institute Lobbies to Modernize Appraisal Regulatory Process

Director Kohtz presented an article that includes the Appraisal Institute's agenda to lobby for congressional support, and its key principles for modernizing the appraisal regulatory structure. The Director informed the Board that he had no specific comments, but it is always a good idea to keep informed of what others in the industry are up to. There was no discussion.

b. Appraisal Buzz Appraiser Independence Requirements Survey

Director Kohtz presented the Appraisal Buzz Appraiser Independence Requirements Survey to the Board for review. There was no discussion.

c. Appraisal Buzz Article – Analyzing and Reporting Market Trends in Residential Appraisals

Director Kohtz presented an Appraisal Buzz article titled “Analyzing and Reporting Market Trends in Residential Appraisals” to the Board for review. The Director informed the Board that he thought the information was interesting because a few years ago, there were numerous publications providing information on appraising in declining markets, but very little is written about appraising in an increasing market. This article brings attention to the fact that many of the principles of analysis are the same in a declining or increasing market. There was no further discussion.

C. CONSIDERATION OF APPLICANTS AS NEBRASKA REAL PROPERTY APPRAISER

Board Member Hynek moved to take the following actions for the applicants as listed:

T17006 / Approved as T17003 at April 20, 2017 meeting. Correct number to T17006.

T17007 / Approved as Trainee Real Property Appraiser.

Send advisory letter informing Applicant that a Supervisory Appraiser registered with the Board is required prior to engaging in real property appraisal practice for experience credit acceptable for credentialing.

T17008 / Requirements for credentialing as a Trainee Real Property Appraiser approved as submitted. Authorize Director to issue credential upon completion of background check.

T17009 / Approved as Trainee Real Property Appraiser.

T17010 / Approved as Trainee Real Property Appraiser.

SA-T17007 / Approve as Supervisory Appraiser.

SA-T17008 / Approve as Supervisory Appraiser.

SA-T17009 / Approve as Supervisory Appraiser.

SA-T17010 / Approve as Supervisory Appraiser.

SA-T2015008 / Hold; send advisory letter requesting clarification regarding number of trainee real property appraisers supervised by applicant.

SA-T2017004 / Approve as Supervisory Appraiser.

CR17006R / Approve as a Certified Residential Real Property Appraiser.

CG17011R / Approve as a Certified General Real Property Appraiser.

CG17013R / Approve as a Certified General Real Property Appraiser.

CG17014R / Requirements for credentialing as a Certified General Real Property Appraiser approved as submitted. Authorize Director to issue credential upon completion of background check.

CG17011 / Education and Experience accepted; approve to sit for exam, and authorize Director to issue credential upon successful completion of exam.

Board Member Bloxham seconded the motion. Motion carried with Hynek, Bloxham, McCormick, Mustoe, and Langemeier voting aye.

Board Member Hynek moved to take the following action for the applicant as listed:

CG16004 / Send one additional report for Standard 3 review.

Board Member Mustoe seconded the motion. Motion carried with Hynek, McCormick, and Mustoe voting aye. Bloxham and Langemeier abstained.

Board Member Hynek moved to approve all renewal applications received at the Board's office postmarked between April 19, 2017 and May 22, 2017 with advisory letters. Board Member Bloxham seconded the motion. Motion carried with Hynek, Bloxham, McCormick, Mustoe, and Langemeier voting aye.

D. REGISTRATION AS APPRAISAL MANAGEMENT COMPANY

Board Member Hynek moved to take the following action for AMC applicant as listed:

NE2017003 / Requirements for registration as an Appraisal Management Company approved as submitted. Authorize Director to issue registration upon completion of background check.

Board Member Bloxham seconded the motion. Motion carried with Hynek, Bloxham, McCormick, Mustoe, and Langemeier voting aye.

E. CONSIDERATION OF DISCIPLINARY ACTIONS/ ENFORCEMENT MATTERS

Board Member Hynek moved to take the following enforcement actions:

**17-03 / Dismiss without prejudice.
16-02 / Ongoing.
16-11 / Dismiss without prejudice; send advisory letter.
17-02 / Ongoing.**

Board Member Bloxham seconded the motion. Motion carried with Hynek, Bloxham, McCormick, Mustoe, and Langemeier voting aye.

F. CONSIDERATION OF OTHER EXECUTIVE SESSION ITEMS: No discussion.

R. ADJOURNMENT

Board Member Hynek moved to adjourn the meeting. Board Member Mustoe seconded the motion. Motion carried with Hynek, Bloxham, McCormick, Mustoe, and Langemeier voting aye. At 11:30 a.m. Chairperson Langemeier adjourned the May 24, 2017 meeting of the Real Property Appraiser Board.

Respectfully submitted,

Tyler N. Kohtz
Director

These minutes were available for public inspection on June 6, 2017, in compliance with Nebraska Revised Statute §84-1413 (5).